

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

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| JOB CLASSIFICATION: BUILDING MAINTENANCE WORKER |
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision, to do a variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings and building facilities; may instruct, lead, or supervise patients, wards, or resident workers; and, to do other related work.

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| 40% | Assists trades people with work orders as assigned by Supervisor of Building Trades. |
| 40% | Assists trades people with preventive maintenance tasks as assigned by Supervisor of Building Trades. |
| 10% | Performs daily equipment inspections as directed. |
| 5% | Operates automotive equipment and hauls material; requisition supplies; and, makes reports on work done. |
| 5% | Other related duties as required. |

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| 0% | SITE SPECIFIC DUTIES none |
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| 0% | TECHNICAL PROFICIENCY none |
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2. SUPERVISION RECEIVED

The Building Maintenance Worker is under the supervision of the Supervisor of Building Trades..

3. SUPERVISION EXERCISED

The Building Maintenance Worker position is non-supervisory, but may instruct, lead, or supervise patients, wards, or resident workers.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Common methods, practices, and materials used in maintenance and repair work of buildings and building facilities; and, various tools used in building maintenance and repair work and their proper employment and care.

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ABILITY TO:

Do a variety of semiskilled maintenance and repair tasks; follow directions; prepare reports of work done; and, read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Ray Smith, Chief of Plant Operations II

Date

Reviewing Supervisor
Signature

Print Name

Date

09/18/2022